PHILIP MORRIS USA INTER-OFFICE CORRESPONDENCE
Riverfront Plaza, East Tower, 8th floor, 951 E. Byrd Street, Richmond, Va. 23219

LISA BOGGS

CDR FILE PRINTOUT

2070884246

Source: https://www.industrydocuments.ucsf.edu/docs/jtkm0004

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Lisa Boggs — **Marketing-Events**

Also Known As *****

SUMMARY

Primary	Yes	**Reportable**	Yes
BP Type	Service Provider	**Next Assessment**	*****
Service Provided	Promotional	**Y2K Project Planned-Completion Date**	*****
Criticality	Tier 3	**Risk**	Tier 3

Criticality Explanation

This partner does not greatly impact our ability to market our products.

Risk Explanation

Received e-mail stating that she had addressed all Y2K issues and was not aware of any problems.

COMPLETION PLAN

Projected Closeout Date	12/15/1999	**Actual Closeout Date**	*****
Monitoring Status	Completed	**Monitoring Completion Date**	08/30/1999
		Library Submission Date	*****

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Monitoring Completion Explanation

Received notice from Bob Markeee that Lisa Boggs equipment is compliant.

	Desired (Y/N)	Obtained (Y/N)	Obtained Date
Completion Level	Level 1	Level 1	12/03/1999

Completion Level Obtained Explanation

Received e-mail from partner which met the criteria of a level 1 completeness statement.

Closeout Plan

A close-out packet has been sent to the Business Area for their review and approval. Once approved, the CDR file will be closed.

Action Plan Narrative

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No action required. A close-out packet has been sent to the Business Area for their review and approval.

Comments
*****

CONTINGENCY PLAN

	Required (Y/N)	In Progress (Y/N)
Contingency Plan	No	*****

Reason For No Contingency Plan
This partner is not Tier 1 critical.

	Trigger Date	Invoked (Y/N)	Invoked Date
Contingency Plan	*****	N/A	*****

Reason For Not Invoking Contingency Plan
*****

CONTRACT

Contract In Place (Y/N) No **Contract Submitted Date** *****

ELECTRONIC INTERFACE

Electronic Interface (Y/N) No

Electronic Interface Description
*****

E/I Testing Required (Y/N) No

E/I Reason For Not Testing
No e/i to test.

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E/I Test Plan
*****

E/I Test Completion Date *****

E/I Test Results
*****

GENERAL

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Contact Name Main Telephone	Title Direct Telephone	Company Extension	Address1 Fax	Address2 Internet Address	City E-Mail	State	Country	Zip Code
Lisa Boggs	*****	Lisa Boggs	1749 North Wells St	*****	Chicago	IL	*****	60614
312 951 0599	*****	*****	*****	*****	*****			

PM Contact Ina Broeman
IS Contact *****
BP Coordinator Roy Reynolds
BP Category PM USA
DP Platform *****
DP Language *****

Contact Date / Narrative	Type	Contactor	Category
Contact Log			
12/03/1999	E-Mail	Roy Reynolds	General

Received an e-mail from Nicole Dawson at PMUSA (NY office). She forwarded to me an e-mail she received from Lisa Boggs which contained Lisa Bogg's completeness statement. The e-mail read as follows: "To the best of my knowledge, I've taken all necessary steps to avoid the possibility of any Y2K related interruptions in my ability to provide the agreed upon contracted services to Philip Morris." (See the Y2K library file for a copy of the e-mail.) Based on the content of the e-mail, Lisa Boggs has met the critieria of a Level 1 completeness statement. As a result, the Marketing BP Team recommends closing the CDR file and will prepare a close-out packet for review and approval by the Business Area.

12/14/1998	Phone Call	Peter Imajo	Y2K Assessment

Called Lisa and she said she wasn't worried about Y2K but said she wouldn't know any answers. She said she was getting a new computer early next year, but wasn't sure what it would be and to call back then. I realized she has PM equipment now and is supposed to be trading it in for a new PM machine, so I told her we would probably take care of this internally.

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Data Owner: Dan Riegel

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